STANDARD FORM NO. 64

## CIA INTERNAL-USE ONLY

Approved For Release 2002/05/07: CIA-RDP85-00375R090400120013-5

## Office Memorandum UNITED STATES GOVERNMENT

Office of Personnel

DATE: 17 April 1962

MITA

Chief, Benefits and Counseling Branch

FROM : Acting Chief, Fiscal Division

SUBJECT:

Issuance of a New Check Replacing the Unnegotiated Salary Check of a Deceased Agency Employee to the Surviving Spouse

- 1. Attached is a copy of procedures now in effect in the Payroll Branch, Fiscal Division, to replace the unnegotiated check of a deceased Agency employee with the issuance of a new check in the name of the beneficiary.
- These procedures are designed to provide quick financial assistance in the amount of the earned but undelivered pay check to the deceased's family if the family or a representative requests such assistance. Otherwise, the pending compensation will be processed as a part of the regular procedure for final settlement.

your	3. The Fiscal Division office in the processing	will be guided by information from of financial assistance requests.	STATINTL

Attachment Memo 4/12/62

## Approved For Release 2002/05/01/NTCIA/ADP 35-00375R000100120013-5 UNITED STATES GOVERNMENT

TO

: All employees of the Payroll Branch

DATE:

12 April 1962

Fiscal Division

FROM : Chief, Payroll Branch

SUBJECT:

Procedures on issuance of a new check replacing the unnegotiated salary check of a deceased Agency employee to the surviving spouse.

- 1. In order to issue a check replacing an unnegotiated salary check to the spouse of a deceased Agency employee all of the following procedures must be complied with:
  - (1) The status of the check of the deceased employee must be determined. (Has it been issued, mailed out, or retained in the parent office.)
  - (2) A request for payment of money to the surviving spouse is received from Benefits and Counseling Branch.
  - (3) The Form 1152, Designation of Beneficiary, if existing, does contain the name of the surviving spouse only.
  - (4) The Disbursing Office will be consulted in regard to the issuance of the new check.
  - (5) The Form 1153, Claim of Designated Beneficiary and/or Surviving Spouse for Unpaid Compensation of Deceased Civilian Employee, is completed.
  - (6) A doctor's certificate of death is issued.
  - (7) The check will be hand carried to the Benefits and Counseling Branch and released upon receipt of completed Form 1153 with doctor's certificate attached.

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19 APR 1962

NOTE TO: Benefits and Counseling Branch

Attached is a statement of policy received from the Acting
Chief, Fiscal Division. As you will note, it is now possible to
obtain some money for beneficiaries of deceased Agency employees.
Please note, however, that I have assured Mr. that wSTATINTL
will use this procedure only in rare instances when we have
determined that an acute financial problem exists. I would ask
that in each case we discuss whether or not we should invoke this
procedure before any commitment to do so is given outside of BCB.
STATINTL
C/BCB

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